

**DEFENSE LEADERSHIP AND MANAGEMENT PROGRAM  
TDY WORKSHEET**

**Institution:**

**Dates:**

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**The Defense Leadership and Management Program (DLAMP) funds your attendance at the institution cited above. The DLAMP office prepares your Travel Order, DD form 1610 after receipt of the following information:**

<b>Name:</b>	<b>Grade:</b>
<b>Position Title:</b>	
<b>Complete work address:</b>	
<b>E-mail (work)</b> <b>E-mail (home)</b>	
<b>Work Telephone:</b>	<b>Work fax:</b>
<b>Travel dates (to and return)</b> (DLAMP will calculate estimated per diem)	
<b>Transportation costs (round trip):</b> <b>Air fare</b> <b>POV mileage</b> <b>Other</b>	
<b>Annual leave to or from training site, specify exact dates:</b>	
<b>Miscellaneous: \$200.00 (standard amount)</b>	

**Please fax your completed worksheet to the DLAMP. The DLAMP fax number is 703-696-9525. Your TDY orders will be faxed to you thirty days prior to the PME start date. In accordance with JTR Long Term Training Regulations, 55 percent per diem is authorized. Travel days are reimbursed to the extent most cost effective for the government.**

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**Please mail or fax travel claim to:**

**The Defense Leadership and Management Program  
1400 Key Blvd.  
Suite 200-B**

**Arlington, VA 22209-5144**

**Or by fax to: 703-696-9525**

**DLAMP must approved your travel claim and forward it to DFAS for processing.**

**Travel claims are forwarded to DFAS within 48 hours of receipt.**

**For questions about your claim, contact DFAS Customer Service at 1-800-756-4571.**